



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: September 13, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. Must submit proof of enrollment in a college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-4870-970

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision of a Senior Management Auditor, the incumbent will perform specialized project work related to his/her field of interest. The duties will include, but are not limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in updating files for the education database.
- Compile data and statistics for use in management reports and the Annual Financial Report of California K-12 Schools.
- Identify and correct errors in system data pertaining to financial and compliance information.
- Assist in research and analysis of various accounting and auditing issues.
- As needed, assist staff in performing administrative work, such as filing, and archiving files.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls